



# CITY COUNCIL

## AGENDA REQUEST

<b>AGENDA OF:</b>	<b>09-20-11</b>	<b>AGENDA REQUEST NO:</b>	<b>III-F</b>
<b>INITIATED BY:</b>	<b>ROBERT HAZELRIG</b> <i>RA</i> <b>PROGRAM COORDINATOR</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>PUBLIC WORKS</b>
<b>PRESENTED BY:</b>	<b>MICHAEL LEECH</b> <i>ML</i> <b>ASSISTANT PUBLIC WORKS DIRECTOR</b>	<b>DEPARTMENT HEAD:</b>	<b>MIKE GOODRUM</b> <b>DIRECTOR OF PUBLIC WORKS</b> <i>MW6</i>
		<b>ADDITIONAL DEPARTMENT. HEAD (S):</b>	<b>N/A</b>
<b>SUBJECT / PROCEEDING:</b>	<b>FACILITY LANDSCAPE SERVICES ACCEPT LOW BID AND AWARD CONTRACT</b>		
<b>EXHIBITS:</b>	<b>CONTRACT</b>		
<b>CLEARANCES</b>		<b>APPROVAL</b>	
<b>LEGAL:</b>	<b>EUGENIA CANO</b> <b>ASSISTANT CITY ATTORNEY</b> <i>EC</i>	<b>EXECUTIVE DIRECTOR:</b>	<b>N/A</b>
<b>PURCHASING:</b>	<b>TODD REED, CPPB</b> <b>PURCHASING MANAGER</b> <i>P</i>	<b>ASST. CITY MANAGER:</b>	<b>KAREN DALY</b> <i>kd</i>
<b>BUDGET:</b>	<b>JENNIFER BROWN,</b> <i>JB</i> <b>BUDGET &amp; RESEARCH DIRECTOR</b>	<b>CITY MANAGER:</b>	<b>ALLEN BOGARD</b> <i>kd</i> <b>FOR AB</b>
<b>BUDGET</b>			
<b>EXPENDITURE REQUIRED: \$</b>		<b>92,765.00</b>	
<b>AMOUNT BUDGETED/REALLOCATION: \$</b>		<b>95,000.00</b>	
<b>ADDITIONAL APPROPRIATION: \$</b>		<b>N/A</b>	
<b>RECOMMENDED ACTION</b>			
Award annual Facility Landscape Services Contract in a maximum amount of \$92,765.00 to Houston Grotech Services.			

## EXECUTIVE SUMMARY

On September 1, 2011, the City received bids for Facility Landscape Services. The low bidder was Houston Grotech Services with a base bid of \$65,520 and an additional services bid of \$27,245 totaling \$92,765. The bid tabulation is as follows:

Vendors	Base Bid	Additional Services
Houston Grotech Services	\$65,520.00	\$27,245.00
Texas Lawn & Landscape Services	\$75,006.00	\$28,650.00
Landscape Professionals of Texas	\$95,160.00	\$32,460.00
D-Bar Contractors	\$105,660.00	\$30,100.00
Quality Landscape Services	\$152,940.00	\$38,650.00
Maldonado Nursery & Landscaping	\$172,452.96	\$36,940.00
GreenPros Landscape	\$221,260.56	\$33,570.00

The contract specifications include landscape maintenance at twenty-three (23) municipal facilities and forty (40) Utilities sites. The scope of work includes mowing, edging, weeding, pruning, pest control, and other general landscape maintenance tasks. This contract also includes \$27,245 for additional items priced in the bid but not included in the monthly service. Additional items include extra mulching, aeration, water truck services, irrigation repairs, and litter pick-up crews. Houston Grotech Services has been a City landscaping contractor for the Public Works Department in the past and performed well in that capacity. They are currently performing similar services for the Parks Department.

The contract is for one year with an option for four one-year extensions if both parties are in agreement. The contract will begin October 1, 2011. Funding is allocated in the FY12 operations budget. The Public Works Department recommends the City Council award the annual Facility Landscape Services Contract to Houston Grotech Services in a maximum amount of \$92,765.00.

## EXHIBITS

**CITY OF SUGAR LAND**  
**STANDARD CONTRACT FOR GENERAL SERVICES**  
Over \$50K - Form Revised 5/17/10

**I. General Information and Terms.**

Contractor's Name and Address: Seril Inc. dba Houston Grotech Services  
P.O. Box 10235  
Houston, TX 77206

Description of Services: Facility Landscape Services

Maximum Contract Amount: \$92,765 (Grand Total Base Bid + Additional Items)

Effective Date: October 1, 2011

Termination Date: (See III C) September 30, 2012

Renewal: The City of Sugar Land may extend this Contract upon the same terms and conditions, including prices established hereunder, for four additional one-year terms by notifying the Contractor in writing of the extension at least 30 days prior to the date the Contract would otherwise terminate.

Contract Parts: This Contract consists of the following parts:

- I. General Information and Terms
- II. Signatures
- III. Standard Contractual Provisions
- IV. Additional Terms or Conditions
- V. Additional Contract Documents

**II. Signatures.** By signing below, the parties agree to the terms of this Contract:

**CITY OF SUGAR LAND**

**CONTRACTOR:**

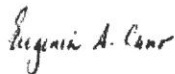
\_\_\_\_\_  
City Manager or Assistant City Manager

By: 

Date: \_\_\_\_\_

Date: 9-6-11

Reviewed for Legal Compliance:



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Date